



JOB DESCRIPTION

Position: **Substitute Teacher**

Reports to: **Rock Academy Principal**

Position Status: **Part-time, Temporary**

DEPARTMENT: **Rock Academy School**

EFFECTIVE: **October 2011**

REPLACES: **All previous**

PAGE: **Page 1 of 2**

Position Summary:

The Substitute Teacher strives to bring the Living Word to students, some of whom do not, as of yet, have a personal relationship with Christ. They also work diligently to equip all students, giving them the educational, spiritual, emotional and physical tools needed to become Christian leaders. The Substitute Teacher reports directly to the Principal.

Job Responsibilities and Duties:

1. Effectively teach Lesson Plans with age appropriate activities for the age group served as provided by the teacher you are substituting for.
2. Be on time at the start of your shift, ready and prepared to begin your day. Substitute teachers are required to be on campus from 7:00 AM to 3:30 PM each day they are scheduled to work.
3. Keep classrooms, playgrounds, resources, equipment, and physical environment clean, safe and presentable.
4. Responsible for writing a report to the teacher to inform him/her of any pertinent information that occurred while they were out.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Principal including, but not limited to lunch and recess supervision, PE and elective class coverage and chapel planning.

Job Skills and Requirements:

1. BA degree required.
2. Teacher credential preferred.
3. Exhibit an attitude that represents Jesus.
4. Be sure that all areas you work in has supplies and is restocked as needed.
5. Dress appropriately. (See Staff Handbook)
6. Call when you are going to be absent due to illness or late, call Dr. Andujo and speak with him directly. A message may be left, but always call back until you speak with him in person to make sure the message is received.
7. Read, acknowledge and sign a receipt that you have knowledge of and understand what is expected of you in regard to your responsibilities, duties, and qualifications as an employee of the Rock Academy as stated in the job description and staff handbook.
8. Never use corporal punishment; never use abusive words, acts, or behavior towards any child, parent or staff member. (If found to have violated anyone's personal rights, it will be grounds for immediate termination.)

Physical Requirements:

Physically be able to perform all duties required in a school setting, including being able to lift weight up to 60 lbs.

Dress:

Appropriate attire includes loose, modest clothing (no shoulders, midriffs or chest area shown for women and no blue or black jeans). Teachers should set a good, modest example to students by dressing in “professional casual” attire. On “Dress for Success” days, employees will be asked to wear professional, job-interview-like attire. If any questions arise as to what is appropriate, please discuss with the principal.

Employment At-Will:

All employees of the Rock Academy are at-will, as such, are free to resign any time without reason. The Rock Academy likewise, retains the right to terminate and employee’s employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of The Rock Academy has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will. Only the Head Pastor/Principal of The Rock Academy has the authority to make any such agreement and then only in writing.